

UK Inmagic User Group

Date: Wednesday 28th April 2010

Time : 4pm

Venue: Drivers Jonas Deloitte, 6 Grosvenor Street, London, W1K 4DJ

Present	
Angela Cleaver (AC)	Chair
David Bates (DB)	Newsletter Editor
Emily Heath (EH)	Web Editor
James Griggs (JG)	Events Co-ordinator
Shaulan Chanlewis (SC) (via telephone conference)	Treasurer & Membership Secretary

	Action
<p>1. Apologies</p> <p>Rob Haran – has stepped down as Minutes Secretary due to Shire plc deciding to move away from Inmagic products in the near future</p>	
<p>2. Minutes of Last Meeting</p> <p>Agreed</p>	
<p>3. Matters Arising</p> <p>None</p>	
<p>4. Election of Secretary</p> <p>EH was proposed as Minutes Secretary and accepted. AC to e-mail the job description to EH.</p>	AC
<p>5. Treasurer's Report and related Matters</p> <p>Opening balance on statement 01/3/10: £2,345.96 Closing balance on statement 29/3/10: £2,345.96</p> <p>Still outstanding: 1 new member invoiced: £25 Conference fees due: £160</p>	

Balance when all received: £2530.96	
<p>6. Website</p> <p>EH reported that she investigated alternative web hosting companies to Crystaltech and found that they also required credit card payment rather than direct debit. One of the committee would have to use their personal credit card to pay for annual web hosting and claim it back as expenses if we wanted to continue using Crystaltech.</p> <p>DB asked if Crystaltech could accept a cheque. EH to investigate this.</p> <p>SC suggested applying for a prepaid credit card. SC to look into this possibility.</p>	EH & SC
<p>7. Newsletter</p> <p>DB will aim to put together the next newsletter during May. He is waiting for the AGM report from AC. He will include information on the next Bright Ideas Day and profile the new committee members. EH will also send her article on 'canned searches' to DB to include.</p> <p>AC will send recent Word copies of the newsletter to DB.</p>	DB AC EH
<p>8. Next AGM and Bright Ideas day</p> <p>Have agreed that Thurs 14th October should be the date of the next AGM. SC has checked that the room is free at Unicef and they are happy for it to be used for the conference.</p> <p>A speaker on Presto has been suggested. Graham Beastall mentioned that the Police Federation use it. If attendees gave short 5-10 minute icebreaker chats on how they use Inmagic products that would help fill up the day.</p> <p>SC suggested smaller "cabaret style" table arrangements. DB floated the possibility of more informal seating arrangements without tables, although AC pointed out that past feedback has been positive for having a table to write on. However, all agreed with DB that it would be nice for attendees to get to know each other better. People could be asked to move tables as the day progresses, and we could try to do more interactive sessions.</p> <p>AC suggested small groups generating feedback for Inmagic, e.g. completing the sentence 'In my dreams Inmagic software could...' on the day – but would need to check with Phil Green if he is happy with this. AC thought that a 'feedback draw' with Amazon vouchers for a lucky winner would encourage people to return feedback forms.</p> <p>DB will set up an online survey using his Survey Monkey account to gauge whether people would be willing to speak for 5-10 minutes on the day, and how they would like the day to run. The survey link can be included in the newsletter and on the website.</p> <p>JG will try to find further speakers, such as anyone doing something new & exciting with Presto. We would also have Soutron's input, hopefully the short talks from attendees and Sue Jaiteh's surgery to fill the day. SC to send round report on what companies say they are using Inmagic for to</p>	JG SC DB

<p>give us speaker ideas. Soutron may also know of some companies using Inmagic software for unusual purposes.</p>	
<p>9. Any other business</p> <p>DB questioned our projected expenditures during the year, which AC said are expected to be website hosting, catering, and a donation to UNICEF for the venue. This leaves a healthy balance in the User Group account, so DB queried whether we could make attendance to the AGM and Bright Ideas Day free for members. We could also produce attendance certificates. The committee agreed that these were good ideas which should be discussed further at the next committee meeting.</p>	
<p>10. Date, time and place of next committee meeting</p> <p>EH to check with Catherine Cosgrove whether the next meeting can be at the Energy Institute. If not AC offered to host the meeting at Maitland again. The 2nd-3rd week in June was suggested for the date.</p>	<p>EH</p>